



Project Pre-Application Submittal Processes & Forms

A pre-application meeting will be scheduled with a project coordinator after submittal.

This checklist has been prepared to assist you in submitting a pre-application to the city of Scottsdale. At the pre-application meeting, a Project Coordinator will notify you of the items required for your formal project application.

Date: _____

Project No.: _____ - PA - _____

Coordinator: _____

Cost Center (COS Projects Only): _____

Pre-Applications

Most projects are required to go through the application and entitlement process, and many of those are required to go through one of four public hearing processes for approval. The first step is to submit a preliminary application ("pre-app") to allow staff to begin reviewing your request. A pre-app meeting is scheduled with a Project Coordinator, and will occur a few weeks after complete submittal. To process your pre-application in a timely manner, **the attached forms should be completed with all required materials attached**; this will help your meeting be productive and efficient.

How to Submit

Present the attached pre-application forms and the required attachments for verification of completeness to the Planning & Development Services receptionist located in Suite 105 of One Civic Center (see map). Submit the entire packet of information, along with the \$71 preliminary application fee, to the One Stop Shop. Make checks payable to "City of Scottsdale."

Pre-Application Meeting

At the pre-application meeting, city staff highlights areas where you need to pay particular attention, and which, if any, public hearing process you will have to go through. The coordinator will look at:

- Zoning & Land Use
- Development Standards
- Neighborhood Impacts
- Open Spaces
- Outdoor Lighting
- Landscaping
- Building Design
- Security
- Streets
- Pedestrian Access
- Bikeways
- Transit
- Trails
- Parking
- Parks
- School Impacts
- Drainage
- Environmental Impacts

Our Location



*For more information on the Pre-Application process and procedures, call 480-312-7000
or visit www.scottsdaleaz.gov/BldgResources/DevProcess/*

Planning and Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



Project Pre-Application Submittal Requirements

All items listed below must be submitted with the attached forms for complete submittal.

Part I. General Requirements

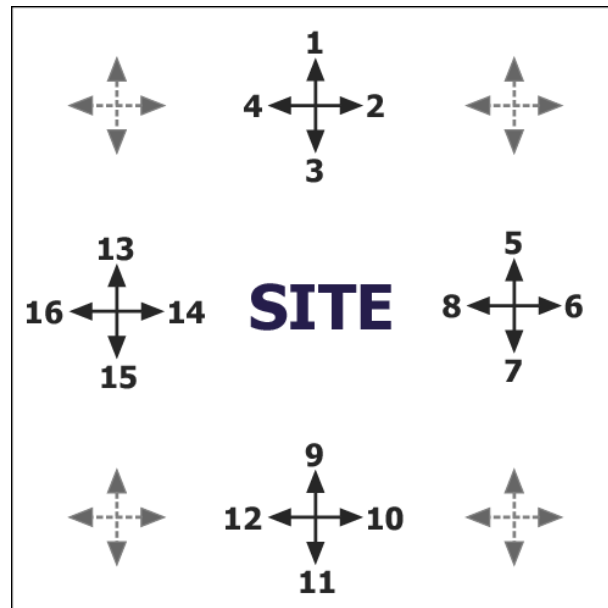
- ☐ 1. **Pre-App Questionnaire & Fee: \$71.00**
- ☐ 2. **Conceptual Drawing** - A conceptual site plan, plot plan, boundary survey, or schematic drawing representing your request (not required for Abandonments). If requesting Development Review Board approval, include elevations showing architectural character.
- ☐ 3. **Transparency** - A clear film transparency of the proposed site plan at 1"=100' scale (not required for Abandonments).
- ☐ 4. **Title Reports** - No more than 30 days old; required for Abandonments only.
- ☐ 5. **Records Packet** - Can be purchased from the city of Scottsdale Records Division, 7447 E Indian School Road, Suite 105, or downloaded at <http://eservices.scottsdaleaz.gov/dmc/>. If you have questions regarding this packet, please call 480-312-2356.

- **Assessor map**
- **Quarter Section Map(s)** (50% reduced) of Water & Sewer and Right-of-Way,
- **Zoning map** (50% reduced)-This is not required for Abandonments.
- **Aerial Map** - City produced Full size 1" = 100' scale ---no older than 2002.
- **Plat Map** - Only required for Abandonments located in a subdivision.

***Highlight the location of your project on all maps listed above.**

Part II. Site / Context Photographs

- ☐ 1. Provide photographs showing the site and the context of surrounding buildings/properties from street view, mounted on 8-1/2"x11" sheets, taken as instructed below (optional for Abandonments).
- Photos are to be taken at the curb and along the property boundaries as shown below.
- Photos should show adjacent improvements and existing on-site conditions.
- Refer to photograph number and direction of view.
- If your site is greater than 500 ft in length, also take the photo locations shown in the dashed lines.
- DO NOT mount photos on large poster boards, cork boards, etc.
- DO NOT submit "panoramic view" size photos.



Please Note: All projects require a legally-assigned address; if an address is not currently assigned to your project, please submit a site plan to Records Division staff to obtain one. **This may take up to 5 days.** The Ad-

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Pre-Application Questionnaire

Date: _____

Project No.: _____ - PA - _____

Coordinator: _____

Cost Center (COS Projects Only): _____

Project Name: _____

Location: _____ **Zip Code:** _____

Current Zoning: _____ **Parcel Number(s):** _____ **Quarter Section:** _____

Is this property owned by the State Land Department? ☐ No ☐ Yes

Property Details:

☐ Single-Family Residential ☐ Multi-Family Residential ☐ Commercial ☐ Industrial

Gross Lot Size: _____ Sq Ft / _____ AC **Building Height:** _____

Net Lot Size: _____ Sq Ft / _____ AC **Current Use:** _____

Compliance Order Issued? ☐ No ☐ Yes **By whom?** _____

For what reason? _____

Case Type:

- | | | |
|---|--|---|
| <input type="checkbox"/> Preliminary Plat* | <input type="checkbox"/> Development Review | <input type="checkbox"/> Master Sign Program |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Use Permit |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zoning Interpretation | <input type="checkbox"/> Appeal Interpretation |
| <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Abandonment | <input type="checkbox"/> Staff Approval |
| <input type="checkbox"/> ESLO Wash Modification | <input type="checkbox"/> ESLO Hardship Exemption | <input type="checkbox"/> Don't Know/Exploring Options |
| <input type="checkbox"/> Other: _____ | | |

*Planning water features? ☐ No ☐ Yes *Call Water Resources at 480-312-5659 for additional requirements.*

Owner Contact: _____

Company: _____

Phone: _____ **Fax:** _____

E-mail: _____

Address: _____

Applicant Contact: _____

Company: _____

Phone: _____ **Fax:** _____

E-mail: _____

Address: _____

Applicant Signature

Date

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Pre-Application Questionnaire

Project Narrative

Date: _____

Project No.: _____ - PA - _____

Coordinator: _____

Cost Center (COS Projects Only): _____

Provide a detailed descriptive narrative of the site layout.

- Describe the site circulation, parking and design, drainage, architecture, and proposed land use.
- What improvements and uses currently exist on the property?
- Explain how your proposal is compatible with the surrounding area.
- Are there any unusual characteristics that may restrict or affect your development?

Target Date to Begin Construction: _____

Please type or print narrative in the space below. Provide as much detail as possible; use a separate sheet if necessary.

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